Clallam Transit System
830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

ADMINISTRATIVE SERVICES/HUMAN RESOURCES ASSISTANT

RECRUITMENT ANNOUNCEMENT NO. ASHRA-032017

POSITION OVERVIEW

Located in beautiful Port Angeles, Washington and under the general direction of the Executive Office Manager; the Administrative Services/Human Resources Assistant performs customer service reception, administrative and human resources paraprofessional duties in support of the Administration Department and Clallam Transit System (CTS).

RECRUITMENT PERIOD

March 27, 2017 through April 9, 2017.

REQUIRED QUALIFICATIONS

Education and Experience

- High school diploma or General Education Diploma (GED).

AND

- Three (3) years of paraprofessional human resources experience.
- Two (2) years of general office experience which includes customer service responsibilities.

Licensures/Certifications

- Valid Washington State Driver's License.

Knowledge of/Competencies

- Generally accepted office procedures, methods, and equipment.
- Fundamental understanding of human resources programs (recruiting, onboarding, benefits, leave, employee and labor relations, including safety-sensitive employee requirements).
- Prepare correspondence for signature.
- Strong oral, written, and interpersonal communication skills.
- Plan and organize work to meet changing priorities and deadlines.
- Proficient in Microsoft Office Suite with experience in complex HRIS.
- Establish and maintain effective working relationships with other departmental personnel as well as external contacts.
- Ability to understand and accept the position as professional in nature and to conduct behavior in an appropriate manner.
- Prepare and maintain records and reports.
- Maintain confidential information.
- Perform the duties in a timely, safe, and accurate manner.

DESIRED QUALIFICATIONS

- Public sector human resources experience.
- Currency handling and reconciling accounts experience.

COMPENSATION

As of January 1, 2017– Pay Grade 12: $44,141 – $59,364 annualized

BENEFITS

CTS affords its eligible employees a very generous benefits package, including a substantial healthcare benefits package (administered through the Public Employees Benefits Board [PEBB]) consisting of:

- **100% employer-paid medical** premiums for employee, with coverage available for qualifying dependents through employee-paid premiums.
- **100% employer-paid dental** premiums for employee; with coverage available for qualifying dependents through employee-paid premiums.
- **Basic life** and **long-term disability insurances** with option to purchase additional coverages.

Plus these additional benefits:

- Enrollment in **Public Employee Retirement System** (PERS) with employer and employee contributions.
- **CTS Supplemental Post-Employment Healthcare Benefit Program.**
- Monthly employer **VEBA contributions** with additional contributions (up to $300/month) if medical coverage is waived.
- **General Leave** accruals.
- **10 paid holidays** plus **8 hours annual personal holiday** leave.
- **$200/$400 CTS Wellness Program** annual reimbursement for employee/family.
- **$75 sunglasses** expense annual reimbursement (after one year from hire date).
- Tax-free **CTS bus passes** for employee and qualifying dependents.
- Extensive **employee recognition program**.
- Optional enrollment in a **flexible savings account** (Section 125) and **dependent care assistance** with pretax earnings.
- Optional enrollment in **employer-sponsored 457 deferred compensation plan** with pretax earnings.

APPLICATION PROCESS

Please visit our website at http://clallamtransit.com/About-Us/Employment-Opportunities to review the complete position description and to obtain the required application documents to be submitted for consideration. A complete application packet for this position will include the following and can be emailed to jobs@clallamtransit.com:

- *Cover letter*
- *CTS Employment Application*
- *Resume (including valid email address)*
- *Supplemental Questionnaire*

NOTE: Communications regarding your application status will be primarily through email so be sure to check your email often. Upon review of your information, you will be contacted with a status update (via email). However, due to the large volume of applicants, please refrain from contacting CTS regarding your application status and understand that you will be contacted once information becomes available to share with you. Your patience is appreciated!

Applicants must meet the minimum qualifications and submit the required documents in order to be considered for this positon.

SELECTION PROCESS

After initial screening of applicants for the required qualifications, the selection process may include employment testing, in-person interviews, and a complete background check. Candidates will be contacted primarily through email of their progress through the selection process. Thank you for your interest!

Clallam Transit System is an Equal Opportunity Employer.

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POSITION DESCRIPTION FORM

POSITION INFORMATION				
Position Title	ADMINISTRATIVE SERVICES/HUMAN RESOURCES ASSISTANT			
Location/Base	Port Angeles, Washington			
Reports To Position	Executive Office Manager			
Action		Establishment	**Effective Date**	03/10/2017
	XX	Update/Revision		

EMPLOYMENT and PAY STATUS			
FLSA Exempt		**Covered By Labor Agreement**	
	Yes – not eligible for overtime compensation.		Yes – position is represented.
XX	No – overtime compensation eligible.	XX	No – position is non-represented and is at-will.
Pay Range: 12		**Annual Salary: $44,141 – $59,634**	

POSITION SUMMARY

Under the direction of the Executive Office Manager, this position performs customer service reception, administrative and human resources paraprofessional duties in support of the Administration Department and Clallam Transit System (CTS).

ESSENTIAL FUNCTIONS

The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.

- Performs reception duties including greeting visitors and responding to public inquiries regarding transit services; answering telephones, routing calls and delivering messages as needed.
- Provides support to the Executive Office Manager and the General Manager as needed to deliver CTS services.
- Assists in preparation of CTS Board Meeting packets and follow-up activities as required.
- Serves as paraprofessional support to Human Resources Administrator in recruitment, data entry into various HR systems, benefits and leave, drug and alcohol program, employee and labor relations, and general administrative support of HR programs and Human Resources Information Systems (HRIS).
- Sells month bus passes, tickets, and Regional Reduced Fare Permit Identification Cards; handling customer cash and checks.
- Serves as a representative of CTS at public events as required.
- Provides customer service to the public at Gateway Transit Center in Port Angeles.
- Assists with cash counting on a weekly basis, ensuring proper internal controls are maintained.
- Prepares correspondence, reports and other CTS media using Microsoft Office Suite applications.
- Provides administrative support to all departments for employee travel and/or off-site training.
- Distributes and reconciles monthly bus passes offered at CTS designated pass distributors.
- Provides administrative and clerical support to the Administration Department as needed including (not

limited to) taking meeting minutes and transcribing minutes from recorder, opening and routing mail.
- Serves as an Administrative Department Records Management Coordinator in the organization and retention of the general files.
- Conducts duties professionally and with the highest ethical standards and exercises discretion of confidential information.
- Develops and maintains harmonious and cooperative working relationships with CTS personnel.
- Performs other related duties as required.

REQUIRED QUALIFICATIONS

Education and Experience

- High school diploma or General Education Diploma (GED).

AND

- Three (3) years of paraprofessional human resources experience.
- Two (2) years of general office experience which includes customer service responsibilities.

Licensures/Certifications

- Valid Washington State Driver's License.

Knowledge of/Competencies

- Generally accepted office procedures, methods, and equipment.
- Fundamental understanding of human resources programs (recruiting, onboarding, benefits, leave, employee and labor relations, including safety-sensitive employee requirements).
- Prepare correspondence for signature.
- Strong oral, written, and interpersonal communication skills.
- Plan and organize work to meet changing priorities and deadlines.
- Proficient in Microsoft Office Suite with experience in complex HRIS.
- Establish and maintain effective working relationships with other departmental personnel as well as external contacts.
- Ability to understand and accept the position as professional in nature and to conduct behavior in an appropriate manner.
- Prepare and maintain records and reports.
- Maintain confidential information.
- Perform the duties in a timely, safe, and accurate manner.

DESIRED QUALIFICATIONS

- Public sector human resources experience.
- Currency handling and reconciling accounts experience.

PHYSICAL DEMANDS

- Work is performed in standard office setting.
- Spends approximately 80% of time sitting at a desk or table.
- 20% of time divided between walking and standing.
- Occasional lifting of up to fifty (50) pounds (paper supplies, etc.) may be necessary.
- Frequent keyboarding and telephone use.

- Able to converse and listen at ordinary sound levels.
- Incumbent must read a variety of materials including general mail, invoices, statements, identification, regulations and other printed or handwritten material.
- Must be flexible to bend or kneel down to lower file cabinet drawers or reach above head to lift items off shelves.

WORKING CONDITIONS

- Designated as at-will employment.
- Satisfactorily complete a six (6)-month review period.
- Must pass a background check.
- Not covered by the labor agreements by and between Clallam Transit System and Amalgamated Transit Union Local 587.

APPROVAL

Supervisor/Department Manager Mary Bower Mary E. Bower	Date 3-9-2017
Human Resources Administrator Gina Monger Gina Monger	Date 03-09-2017
General Manager Wendy Clark-Getzin Wendy Clark-Getzin	Date 3-9-17

ADMINISTRATIVE SERVICES/HUMAN RESOURCES ASSISTANT SUPPLEMENTAL QUESTIONNAIRE

ASHRA – 032017 **(rev. 03/2017)**

APPLICANT NAME (last name, first name – please print) **DATE**

Please fully answer the following questions. You may provide your responses on this questionnaire or under separate cover.

1. Please specifically describe your work experience and duties performed in each of the following human resources (HR) functional areas. Please include the size of the organization (number of employees) and number of years of experience in each area:

   - ☐ Recruitment and Selection
   - ☐ Onboarding
   - ☐ Employee Healthcare Benefits Administration
   - ☐ Open Enrollment
   - ☐ Labor Agreements/Union Security Environment
   - ☐ Employee Leave Benefits
   - ☐ Employee Training Coordination

2. Please list what payroll/HRIS applications (brand names) you have used during your HR work experience.

3. Please describe your experience in records management (including retention and archival of records). Please indicate if you have used, or are familiar with, the Washington State Archives Retention Schedule.

4. Please describe your experience taking summary meeting minutes and transcribing minutes from recordings.

5. Please describe your customer service experience/public reception experience, including cash handling, and identify your tasks and the population/customer base you served.

6. Please describe your public sector employment experience.